

I. GENERAL INFORMATION

1. SOLICITATION NUMBER:	SOL: 72030618B00002
2. ISSUANCE DATE:	October 19, 2017
3. CLOSING DATE/TIME FOR RECEIPT OF APPLICATIONS:	November 08, 2017 no later than 16:30 Kabul time
4. POSITION TITLE:	Financial Management Specialist
5. MARKET VALUE:	GS-12 (\$62,722 - \$81,541) Final compensation will be negotiated within the listed market value.
6. PERIOD OF PERFORMANCE:	The period of performance is one year, with the possibility of extensions.
7. PLACE OF PERFORMANCE:	USAID/Afghanistan
8. WHO MAY APPLY:	United States Citizens, United States Permanent Residents, Third Country (non-US, non-Afghan) Nationals*
9. SECURITY LEVEL REQUIRED:	As an employment pre-condition, the successful applicant is required to obtain a Secret clearance (if U.S. Citizen), or Moderate Risk Public Trust (MRPT) access authorization (if U.S. Permanent Resident or Third Country National)

10. STATEMENT OF DUTIES:**1) General Statement of Purpose of Contract:**

The Financial Management Specialist (FMS) position is a senior position expected to bring considerable professional USG experience at the technical and management level and has an excellent understanding of audit processes, primarily in the area of financial audit but includes program/performance audits, as well as familiarity with U.S. Government audit agencies. The incumbent will provide expert advice to Office of Financial Management (OFM) staff, technical teams, Mission management, agreement officers and implementing partners in the areas of financial analysis, audit management, financial reviews, financial management systems and procedures, management and internal controls, and pre-award assessment procedures. Supporting staff development within the Audit Management Division, the FMS serves as the adviser for financial audits, providing mentoring and training to OFM's local professional financial analysts. This will consist of hands on training through coaching and mentoring and formal workshops/seminars. The incumbent should have strong communication skills and the ability to transfer knowledge to other staff. The incumbent will be a critical component on the audit management team as he/she, on a daily basis, serves as mentor and hands-on training for the Cooperating Country Nationals (CCNs) managing audits and numerous audit actions generated by these audits. The successful mentoring and capacity building of the CCNs through trainings of the audit process by the incumbent will assist OFM, Mission Management and Technical Teams respond to Congressional inquiries generated by audit reports and recommendations.

*Please see Section 11: Area Of Consideration

Position works in the capacity of a mentor to the CCNs in the Office of Financial Management and mentor and advisor on financial audit program in the Audit Management Division. The individual will work under the supervision of the USAID/Afghanistan Deputy Controller and/or Financial Management Officer and serves as principal advisor to the mentioned management on financial audit related matters.

The FMS along with the CCNs will collaborate with various USG officials and Implementing Partners including Afghan Government Officials, Non-Governmental Organizations and other multi-national organizations to support USAID/Afghanistan programs.

The USAID/Afghanistan Mission on an annual basis is subject to over sixty (60) audits performed by different audit agencies including the Special Inspector General for Afghanistan Reconstruction (SIGAR), Government Accountability Office (GAO), and USAID/Office of Inspector General (OIG). USAID's audits in Afghanistan are particularly challenging due to a political environment that heavily scrutinizes the effectiveness of the USG's development goals and results in Afghanistan. As such, the need to respond tactfully and rapidly to financial and performance audits with fact-based accuracy is paramount to the success of USAID programs. The incumbent will be at the forefront of ensuring accountability of USG funds in Afghanistan overseeing the largest and most complex financial audit program in USAID. Implementing the Administrator's Accountable Assistance for Afghanistan (A3) Initiative, the Mission is required to audit all (100%) of the projects in Afghanistan amounting to \$1.6 billion in FY 2017 and covering 50 USAID Partners and 91 projects. With such a monumental task, maximum coordination among USAID technical teams, the Director's Office, OFM, the Development Outreach Coordinator (DOC) Office, Washington Office of Afghanistan and Pakistan Affairs (OAPA) and the State Department Special Representative for Afghanistan and Pakistan (SRAP), respectively is also essential.

Serving as the Agency's largest program globally, the USAID/Afghanistan program represents the single largest bilateral assistance program in the 50-year history of the Agency. With a program portfolio of over \$6 billion, the Mission implements programs in a wide range of sectors, including: advancing democracy and governance institutions, stabilization, agriculture-led economic growth, public financial management, trade capacity building, health, education, women's empowerment, and infrastructure. USAID/Afghanistan is leading President Obama's "Afghan First" initiative to empower Afghans to lead their country's development and reconstruction.

2) Statement of Duties to be Performed:

The incumbent plans, directs and administers a comprehensive on-the-job and structured mentoring and capacity building on financial analysis and audit response programs designed to increase the capability of the Cooperating Country National (CCN) staff to provide the Mission's senior management with timely financial information for making decisions. S/he contributes to the development and management of USAID/Afghanistan's financial analysis and auditing functions for programs including the management of work performed by SIGAR, Defense Contract Audit Agency (DCAA), U.S. and local Chartered Public Accountants (CPA) firms under the USAID Recipient-Contracted or Agency-Contracted Audit programs (ADS 591). Incumbent develops the financial analysis staff capability to

provide advice and guidance to USAID/Afghanistan Mission staff regarding the financial soundness of project activities and regulatory requirements and acts as the final quality assurance verifier for all financial audit deliverables (e.g., reports and findings).

The incumbent must have a firm understanding of the USG program cycle, including project design, implementation, and monitoring and evaluation. In addition, the incumbent should have a familiarity with development approaches and best practices in a wide variety of audit and financial management areas.

In these capacities, the incumbent's responsibilities and duties shall include the following functions:

1. Serves as the principal audit/financial management advisor and mentor supporting the CCNs at coordination of financial and program audits. Advises uniform guidance and procedures for audit and financial management of all appropriated and non-appropriated funds available to the Mission, including implementation of internal accounting controls to safeguard those funds and other USAID assets, as well as, identify respective vulnerabilities to prevent possible waste, fraud or abuse of funds.
2. Acts as the USAID technical expert involving the performance of comprehensive audits and examinations of all types of Mission and Host Government programs, to determine compliance with applicable legislation, regulations, policies and procedures to determine and evaluate the extent and quality of program and project implementation. Participates in the scheduling and establishing the scope of comprehensive audits of mission, contractor, cooperating country, and grantee financial transactions, and utilization of U.S., cooperating country, and third country funds, goods, and services with a program budget of more than \$6 billion.
3. Serves as an advisor to senior USG officials and their staff regarding the financial implications of existing or contemplated agreements. Provides guidance on the financial management requirements of procurement instruments including the review of award proposals to ensure compliance with applicable USG laws and regulations. Assures that financing and reporting procedures conform to USAID's financial and project management requirements. Evaluates the effectiveness of the implementation of USAID/Afghanistan programs, based upon internal control reviews and financial analysis of various financial management reports.
4. Provides mentoring and hands-on training to USAID OFM CCN staff including but not limited to formal technical financial training on topics and best practices related to audit, internal controls, and public financial management. Guides CCN staff in performing ongoing tasks such as financial audit management, the completion of quarterly accruals and the review of financial reports and grantee budget proposals. Coaches OFM financial analysts, helping them to serve in an advisory role for technical teams and OFM's representative providing practical financial advice, analysis and recommendations on financial implementation and audit related matters.
5. Mentors the CCN staff in managing administrative and operational audit and financial management activities involved in accounting, internal control operations,

and auditing of USAID Implementing Partners. Provides mentorship and training to CCN staff while they perform limited financial reviews of partner organizations' accounting systems to determine if prospective grantees or contractors have adequate financial and administrative management capacity to administer USG funds. Reviews, critiques, and revises audit reports and prepares transmittal letters for dissemination of audit reports within the Mission, to contractors, and others as required by the audit engagements. Provides technical advice to the CCN staff and Mission management on the administration of the technical financial audit of program funds including the planning and coordination of audits as well as the monitoring of the status of open audit recommendations under the Mission's Audit Management Resolution Program. Provides technical expertise to Mission management and CCN staff in the development of internal policies and procedures governing the status, execution, and conduct of audit and assessment programs.

6. Mentors financial analysts to coordinate and complete the annual Federal Managers' Financial Integrity Act (FMFIA) review, the follow-up and closure of the Mission outstanding FMFIA weaknesses, and the documentation updates on audit and FMFIA issues required for quarterly MCRC meetings.

3) USAID Consultation or Orientation (if applicable):

The selected applicant shall proceed to the Washington, DC area for two weeks of mandatory training to complete the Foreign Affairs Counter Threat (FACT) and the Afghanistan Familiarization (FAM) courses (if FAM was not completed within the past five years and if FACT training did not include the ESCAPE Module) prior to proceeding to USAID/Afghanistan to commence duties as outlined in the statement of work. FACT and FAM are mandatory courses for service in Afghanistan.

4) Supervisory Relationship:

This position works in the capacity of a mentor to the CCNs in the Office of Financial Management and mentor and advisor on financial audit processes in the Audit Management Section under the Risk Management Team. The individual will work under the supervision of the USAID/Afghanistan Controller, and/or Deputy Controllers and/or Financial Management Officer and serves as principal advisor to the mentioned management on financial audit related matters. The incumbent should have strong knowledge transfer skills to develop a comprehensive capacity building plan for the CCNs, which includes formal trainings and on the job trainings.

5) Supervisory Controls:

The incumbent will be expected to work under the supervision of USAID/Afghanistan Controller, and/or Deputy Controllers and/or Financial Management Officer. Performs assignments with the involvement of CCN staff, referring difficult questions to the Division Chief or, in case of technical questions, to the Cognizant Technical Officer (CTO). Advice and recommendations are reviewed but rarely challenged or changed on technical grounds. Completed work is reviewed for soundness, completeness and conformity with policy and USAID procedures.

11. AREA OF CONSIDERATION:

According to ADS 309.3.3, a “USAID policy is that the use of CCNPSCs is preferred over the use of TCNPSCs in order to integrate the foreign assistance effort into the community, enhance the skills of the cooperating country's population, and contribute to the local economy. USPSCs are also preferred over TCNPSCs with equivalent qualifications.”

For USPSC:

- Be a U.S. citizen or U.S. Permanent Resident (“green card holder”);
- Submit a complete application as outlined in the solicitation section titled APPLYING;
- Be able to obtain a Secret clearance (if U.S. Citizen), or Medium Risk Public Trust (MRPT) access authorization (if U.S. Permanent Resident);
- Be able to obtain a Department of State medical clearance (Class 1);
- Be available and willing to work additional hours beyond the established 40-hour workweek, including weekends, as may be required or necessary;
- Be willing to travel to work sites and other offices as/when requested;
- Employment is subject to funds availability and all the required approvals obtained.

For TCNPSC:

- Be a Third Country National. Third Country National means an individual: (1) Who is neither a citizen nor a permanent legal resident of the United States nor of the country to which assigned for duty (Afghanistan), and (2) Who is eligible for return to his/her home country or country of recruitment at U.S. Government expenses;
- Submit a complete application as outlined in the section titled APPLYING;
- Be able to obtain Medium Risk Public Trust (MRPT) access authorization;
- Be able to obtain a Department of State medical clearance (Class 1);
- Be available and willing to work additional hours beyond the established 40-hour workweek, including weekends, as may be required or necessary;
- Be willing to travel to work sites and other offices as/when requested.
- Employment is subject to funds availability and all the required approvals obtained.

12. PHYSICAL DEMANDS:

The primary location of work will be on the U.S. Embassy/USAID compound in Kabul, Afghanistan. No special physical demands are required to perform the work.

13. POINT OF CONTACT:

Any questions about this solicitation may be directed to: KblAIDHR@usaid.gov.

Note: No in-person appointments or telephone calls will be entertained, unless you are required to have more information about this solicitation.

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

In order to be considered for the position, a candidate must meet the Minimum Qualifications. Applications will be pre-screened and only those that meet the Minimum

Qualifications will be considered. These are the minimum qualifications necessary to be considered for the position:

- a) **Education:** A Bachelor's degree in Accounting, Financial Management, Audit Management, Business Administration (focus on Accounting), Economics, or Public Policy Administration is required. (Education requirements must be met at the time of application for the subject position).
- b) **Work Experience:** A minimum of seven (7) years of progressively responsible experience in audit management as an auditor with a Certified Public Accounting and Audit firm, or relevant experience that demonstrates a professional accounting and financial management operations and financial analysis with Public/Private accounting firms, international bi-lateral or multi-lateral organizations is required. (Work experience requirements must be met at the time of application for the subject position).

III. EVALUATION AND SELECTION FACTORS

The Evaluation Factors listed will be the basis for evaluating and ranking applicants for the position. Applicants will be scored based on the documentation submitted within the application. Applicants must submit a supplemental document outlining their responses to the evaluation factors in order to be considered. Only the highest-ranked applicants will be interviewed.

1. SELECTION PROCESS

After the closing date for receipt of applications, a committee will convene to review applications that meet the minimum requirements and evaluate them in accordance with the evaluation criteria. Applications from candidates who do not meet the minimum requirements will not be scored. As part of the selection process, finalist candidates will be interviewed. Reference checks will be made only for applicants considered as finalists. The applicant's references must be able to provide substantive information about his/her past performance and abilities. If an applicant does not wish USAID to contact a current employer for a reference check, this should be stated in the applicant's cover letter; USAID will delay such reference checks pending the applicant's concurrence.

2. EVALUATION FACTORS

Those applicants who meet the minimum education and experience qualifications will be evaluated based on the content of their application as well as on the applicant's writing, presentation, and communication skills. On a supplemental document included with the application package, applicants should cite specific, illustrative examples to address each factor. Responses are limited to 500 words (approx. 1/2 typewritten page) per factor. Applicants should describe specifically and accurately the experience, training, education and/or awards they have received that are relevant to the factor. Applicants should include their name and the announcement number at the top of each additional page. Failure to specifically address the Evaluation Factors will result in the applicant not receiving full credit for pertinent experience.

FACTOR #1:

Describe the analytical skills required to review/critique audit SOW and report for soundness, completeness and conformity with USAID policies and procedures and provide examples of technical advice provided to improve the quality of the audit reports.

FACTOR #2:

Describe the communication and analytical skills that you will use to design and implement a capacity/mentoring/training plan for building the capacity of CCNs.

FACTOR #3:

Outline the strategic planning, management and analytical skills that you demonstrated in developing and executing financial audit management plans.

The Evaluation Factors listed will be the basis for evaluating and ranking applicants for the position. Applicants will be scored based on the documentation submitted within the application. Applicants must submit a supplemental document outlining their responses to the evaluation factors in order to be considered. Only the highest-ranked applicants will be interviewed.

3. BASIS OF RATING

Applicants who clearly meet the Education/Experience requirements and basic eligibility requirements will be further evaluated based on scoring of their Evaluation Factor responses. Those applicants determined to be competitively ranked will also be evaluated on their interview performance and satisfactory professional reference checks. The Applicant Rating System is as follows:

Evaluation Factors:

Factor #1	30 points
Factor #2	20 points
Factor #3	20 points

Interview Performance: 30 points

Interview questions will revolve around the following areas:

- Work effectively in a team
- Communicate effectively
- Demonstrate ability to mentor
- Demonstrate financial analysis and auditing functions

Satisfactory Professional Reference Checks – Pass/Fail (no points assigned)

Total Possible Points: 100

IV. APPLYING

All applications must be submitted electronically by e-mail with the subject line **SOL: 72030618B00002-Financial Management Specialist** to: kblaidpscjobs@usaid.gov

Attention: Executive Officer
USAID/Afghanistan
Human Resources Office

Applicants may submit an application against this solicitation prior the closing date and time specified in Section I, item 3 mentioned above unless revised. The highest ranking applications may be selected for an interview.

Qualified applicants must submit the following documents or their applications will not be considered for this position:

1. U.S. government AID 302-3 form which is available at the following website:
<https://www.usaid.gov/forms/aid-302-3>
2. A current curriculum vitae (CV) or resumé.
3. A minimum of three (3) professional references with telephone and e-mail contacts, who are not family members or relatives, with working telephone and email contacts. The applicant's references must be able to provide substantive information about his/her past performance and abilities. At least one reference provided should be a current or former supervisor.
4. A supplemental document with written responses to the Evaluation Factors.

Candidates who are applying for this position must fully meet the education requirement (graduated and degree and/or diploma already received) as specified. At the time of applications, candidates must also meet in full the work experience requirement. There is no exception for these requirements.

Short-listed candidates will be requested to provide educational documents such as degrees, diplomas, certificates and other pertinent documents as needed. Failure to provide the required documentation will result in the rejection of their application from further consideration.

Please cite the solicitation number and position title within the subject line of your email application. Any attachments provided via email must be compatible with Microsoft Word 2003 or PDF and not zipped. Note that attachments to email must not exceed 3 MB. Application letters and forms must be signed. Incomplete and unsigned applications/forms will not be considered.

Only short listed candidates will be contacted.

The Agency retains the right to cancel or amend the solicitation and associated actions at any stage of the recruitment process.

V. LIST OF REQUIRED FORMS FOR PSC HIRES

The Contracting Officer will notify the selected applicant and provide instructions regarding how to complete and submit the following forms:

1. Declaration for Federal Employment (OF-306)
2. Medical History and Examination Form (DS-6561)
3. Pre-Deployment Physical Exam Acknowledgement Form (DS-6570)

4. Questionnaire for Sensitive Positions for National Security (SF-86), or Questionnaire for Non-Sensitive Positions (SF-85)
5. Finger Print Card (FD-258)

VI. BENEFITS/ALLOWANCES

As a matter of policy, and as appropriate, a PSC is normally authorized to the benefits and allowances listed in this section.

1. BENEFITS:

- 1) Contribution toward Health & life insurance
- 2) Pay Comparability Adjustment
- 3) Eligibility for Worker's Compensation
- 4) Annual & Sick Leave
- 5) Access to Embassy medical facilities, commissary and pouch mail service as per post policy

2. ALLOWANCES (If Applicable)*:

- 1) Temporary Lodging Allowance (Section 120)
- 2) Living Quarters Allowance (Section 130)
- 3) Post Allowance (Section 220)
- 4) Supplemental Post Allowance (Section 230)
- 5) Post Differential (Chapter 500)
- 6) Payments during Evacuation/Authorized Departure (Section 600)
- 7) Danger Pay (Section 650)
- 8) Education Allowance (Section 270)
- 9) Separate Maintenance Allowance (Section 260)
- 10) Education Travel (Section 280)

* Standardized Regulations (Government Civilians Foreign Areas).

*Eligibilities for allowances are in accordance with Standardized Regulations (Government Civilians Foreign Areas) based on the type of appointment and Mission Policy.

VII. TAXES

USPSC's are required to pay Federal income taxes, FICA, Medicare and applicable State income taxes.

VIII. USAID REGULATIONS, POLICIES AND CONTRAT CLAUSES PERTAINING TO PSCs

USAID regulations and policies governing USPSC and TCNPSC awards are available at these sources:

1. USAID Acquisition Regulation (AIDAR),

- **Appendix D**, "Direct USAID Contracts with a U.S. Citizen or a U.S. Resident Alien for Personal Services Abroad," including **contract clause "General Provisions,"**

- **Appendix J**, "Direct USAID Contracts with a Third Country National for Personal Services Abroad," including **contract clause "General Provisions,"** available at https://www.usaid.gov/sites/default/files/documents/1868/aidar_0.pdf.

2. Contract Cover Page form AID 309-1 available at <https://www.usaid.gov/forms>.

3. Acquisition and Assistance Policy Directives/Contract Information Bulletins (AAPDs/CIBs) for Personal Services Contracts with Individuals available at <http://www.usaid.gov/work-usaid/aapds-cibs>.

4. **Ethical Conduct.** By the acceptance of a USAID personal services contract as an individual, the contractor will be acknowledging receipt of the “**Standards of Ethical Conduct for Employees of the Executive Branch**,” available from the U.S. Office of Government Ethics, in accordance with **General Provision 2** and **5 CFR 2635**.

See <https://www.oge.gov/web/oge/nsf/OGE%20Regulations>.

ALL QUALIFIED APPLICATIONS WILL BE CONSIDERED REGARDLESS OF AGE, RACE, COLOR, SEX, CREED, NATIONAL ORIGIN, LAWFUL POLITICAL AFFILIATION, NON-DISQUALIFYING DISABILITY, MARITAL STATUS, SEXUAL ORIENTATION, AFFILIATION WITH AN EMPLOYEE ORGANIZATION, OR OTHER NON-MERIT FACTOR.